APEGA Innovation in Education Awards   
Budget and Timeline Submission

Table of Contents

[**Participants** 1](#_Toc17198125)

[**Proposed Budget** 2](#_Toc17198126)

[**Activity Timeline** 3](#_Toc17198127)

[**Risk Mitigation** 4](#_Toc17198128)

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# **Participants**

Who will participate in this initiative?

In *Table 1*, please list the number of participating students and their grade level(s), Please state what the involvement of each group will be (for example, will they be the main participants, participate in only certain portions, etc.). Collaborative applications that include multiple teachers and classrooms are encouraged. Add more rows as necessary.

***Table 1****: Participant Summary*

|  |  |  |
| --- | --- | --- |
| **Student Grade Level** | **Role in Project** | **Number of Participating Students** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **TOTAL** |  |

# **Proposed Budget**

In *Table 2*, outline the items required to complete this project and the associated costs (add rows as needed). Please refer to the information document for information regarding acceptable project expenses.

***Table 2****: Proposed Budget*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Detailed Description of Purpose** | **Approximate Date of Expense** | **Amount Requested** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **TOTAL** |  |

# **Activity Timeline**

In *Table 4,* outline the expected duration of this initiative and the date when each step will be completed. Add rows as needed.

***Table 4****: Activity Timeline*

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** | **Activities students will work on this month** | **Work completed by the end of the month** | **Elements of student voice and choice in these activities** |
| **September 2021** |  |  |  |
| **October 2021** |  |  |  |
| **November 2021** |  |  |  |
| **December 2021** |  |  |  |
| **January 2022** |  |  |  |
| **February 2022** |  |  |  |
| **March 2022** |  |  |  |
| **April 2022** |  |  |  |
| **May 2022** |  |  |  |

# **Risk Mitigation**

In *Table* 5, list any risks that could impede project progress or success. List any challenges that might delay or prevent you from completing the project as planned, and detail how you will mitigate or respond to such challenges. Add rows as needed

***Table 5****: Risk Mitigation*

|  |  |  |
| --- | --- | --- |
| **Description of Risk** | **Plan to Address Risk** | **Timeline Implications and Contingencies** |
| Example:  *Selected Community Partner no longer able to collaborate on project* | *Will reach out to several potential partners before starting the project to discuss collaboration potential. If Company A is unable to participate, we will move forward with Company B* | *Project launch date may be delayed slightly while details are confirmed. If working with Company B, activities x and y will change in scope/focus as follows… and will be completed in October instead of September (as previously planned)* |
|  |  |  |
|  |  |  |
|  |  |  |